

# TACTICAL CRIME AND INTELLIGENCE ANALYST / ANALYST TRAINEE

# **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of complex tactical and intelligence crime analysis activities including the collection, analysis, and dissemination of crime and other relevant information.

# **Supervision Received and Exercised:**

#### Tactical Crime and Intelligence Analyst Trainee

Receives general supervision from higher-level management staff.

#### Tactical Crime and Intelligence Analyst

Receives direction from higher-level management staff. May exercise functional and technical supervision over less experienced staff and college interns.

# **Distinguishing Characteristics:**

#### Tactical Crime and Intelligence Analyst Trainee

This is the entry-level class in the Tactical Crime and Intelligence Analyst series. This class is distinguished from the Tactical Crime and Intelligence Analyst by the performance of the more routine tactical crime and intelligence analysis duties such as developing crime bulletins, identifying crime trends, as well as entering and cleaning crime and intelligence data. Trainees are required to successfully promote to the journey level.

## **Tactical Crime and Intelligence Analyst**

This is the full journey level class within the Tactical Crime and Intelligence Analyst series. Employees within this class are distinguished from the Tactical Crime and Intelligence Analyst Trainee by the performance of the full range of duties as assigned including all facets of tactical crime and intelligence analysis functions; routinely

Effective November 1988

Revised April 1999

April 2005 (slight changes to responsibilities, added preference to training guidelines).

Revised Sept 2006

Revised August 2008 (title change from Crime Analyst I/II, sections added for when assigned to Planning & Research Analysis as well as Tactical and Intelligence Crime Analysis)

Tactical Crime and Intelligence Analyst/Trainee (continued)

presenting information at internal and external meetings, conducting comprehensive projects; and supervising college interns.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating practices, policies, and procedures of the work unit. Positions in this class are filled by advancement from the lower class of Tactical Crime and Intelligence Analyst Trainee, or, when filled from the outside, and depending on assignment, require a minimum of two years of prior progressively responsible tactical and/or intelligence analysis experience, preferably in a law enforcement agency. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

## **Essential Functions:**

Functions may include, but are not limited to, the following:

- Primary customers include criminal and special investigations detectives and crime scene incident commanders necessitating 24/7 (on call) coverage Monday through Sunday
- Working closely with investigators on crime trends, including making recommendations regarding the allocation of resources, developing investigative leads, and case clearances.
- Assist in the coordination of major case investigations by prioritizing collection of data, delegating assignments, conduct field and statistical research on potential and past crime targets; forecasting crime trends, determine criminal associations and patterns of criminal activity.
- Conducting tactical crime analysis and preparing detailed crime bulletins.
- Collecting, managing, analyzing, and interpreting tactical crime data and criminal intelligence data in numerous internal and external law enforcement databases.
- Work with other law enforcement agencies and government entities regarding law enforcement and public safety issues; facilitate the exchange of tactical and intelligence criminal information between agencies; participate as a member in federal, state, and local law enforcement taskforces and partnerships.
- Develop investigative leads and hypothetical links related to specific suspects and cases; make judgments to identify and distinguish patterns and trends; perform extensive research and data analysis related to criminals and crime groups.

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Tactical Crime and Intelligence Analyst/Trainee (continued)

- Conducting field and statistical research on potential and past crime targets.
- Responding to tactical analysis requests from police personnel and attending meetings (including patrol briefings, investigative meetings, interagency meetings, and task force meetings) to share information and obtain leads for analysis.
- Monitor the establishment, maintenance, retention, destruction, and security of tactical and intelligence databases and files to ensure confidentiality, accuracy, proper dissemination and compliance with federal, state, and local laws.
- Make determination concerning acquisition, maintenance, and release of tactical and intelligence information and maintain a comprehensive knowledge and familiarly with all internal tactical and intelligence databases and systems.
- Providing information to police, City administration, and City Council for decisionmaking purposes; and participating in and providing information to police/City committees.
- Interacting and working effectively with police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on crime analysis/research issues, provide crime analysis training to police personnel; participating as a member in national and local organizations.
- Creating database queries. Collecting, managing, analyzing, and interpreting data and statistics using quantitative and qualitative methods; and effectively applying research methodology. Producing statistical reports that summarize research findings.
- Using computer databases, electronic spreadsheets, desktop publishing, GIS/mapping software, word processing, statistical applications, and specialized software applications to manipulate, analyze, and present information. Developing and maintaining new geographic data layers.
- Communicate clearly and concisely in both oral and written form, and effectively disseminating information; present and articulate analysis, complex and detailed statistical reports, charts graphs, and maps to managers and Department administration for decision-making purposes; present analysis and statistics in various internal and external forums.
- Making appropriate recommendations for improvements in crime analysis practices and procedures.

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Tactical Crime and Intelligence Analyst/Trainee (continued)

- Recommending and implementing goals and objectives for special programs, projects and systems.
- Recruiting, interviewing, training, and supervising Crime Analysis interns including evaluating and monitoring the intern work flow and performance.
- Providing crime analysis training to police and City personnel, outside professional groups, and other agencies/individuals/groups visiting the Police Department.
- Preparing and update procedures/protocols on crime analysis related activities.

## **Minimum Qualifications:**

#### **Experience:**

# Tactical Crime and Intelligence Analyst Trainee

One year of experience performing applied tactical and/or intelligence crime analysis in a law enforcment agency. Experience using software related to Geographic Information Systems (GIS) and statistical analysis preferred in addition to Microsoft Office applications (Excel, Word, Access, and PowerPoint). Must also have knowledge of, and experience with, research and design techniques, general crime analysis principles, and the investigative and analytical practices employed in the acquisition and dissemination of criminal intelligence information.

#### Tactical Crime and Intelligence Analyst

Two years of progressively responsible experience performing applied tactical and/or intelligence crime analysis in a law enforcment agency. Experience using software related to Geographic Information Systems (GIS) and statistical analysis preferred in addition to Microsoft Office applications (Excel, Word, Access, and PowerPoint). Must also have knowledge of, and experience with, research and design techniques, general crime analysis principles, and the investigative and analytical practices employed in the acquisition and dissemination of criminal intelligence information.

#### **Education:**

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Tactical Crime and Intelligence Analyst/Trainee (continued)

Possession of a Bachelor's degree from an accredited college or university with major course works in criminal justice studies, social sciences, or degree related to the core functions of this position.

## Tactical Crime and Intelligence Analyst

Possession of a Bachelor's degree from an accredited college or university with major course works in criminal justice studies, social sciences, or degree related to the core functions of this position. A Master's degree is highly desirable.

Licenses/	Certifications
None	

# **Examples of Physical and/or Mental Activities:**

(Pending)

## **Competencies:**

(Pending)

Job Code: 490/491

Status: FLSA Non-Exempt / Classified